

## “How to Locate Your Data File”


Click on the “Browse” button.

KYREF Electronic Filing Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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**Kentucky.gov** The Official State Government Web Site of the Commonwealth of Kentucky

 Sarah M. Jackson, Executive Director

**Kentucky Registry of Election Finance**

**KREF Electronic File Submission Center**

**Online Filing Form**

Please browse to C:\KREF\FILE to locate the data file you wish to submit.

Note: If you need assistance in finding your data file,  
you may locate instructions at the following link:  
[How to locate your data file](#)

**Browse...**

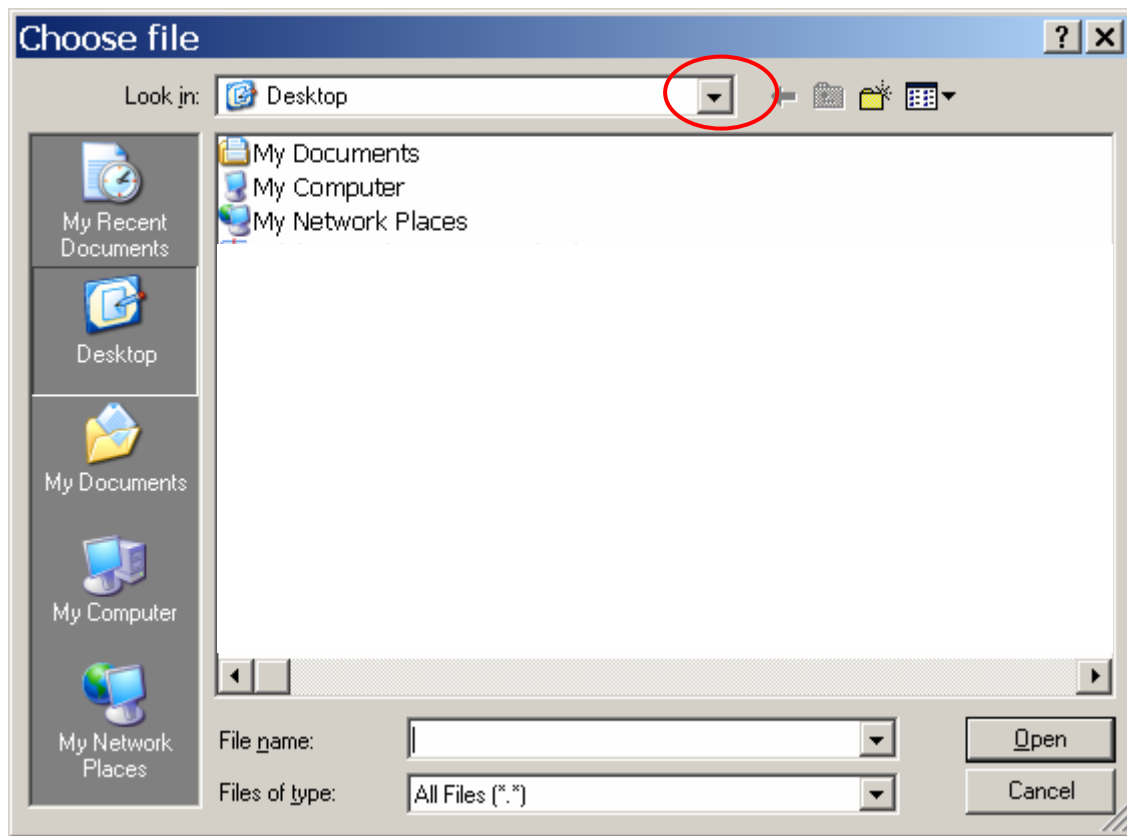
☐ Transmit the file(s) even if warnings exist

**Submit**

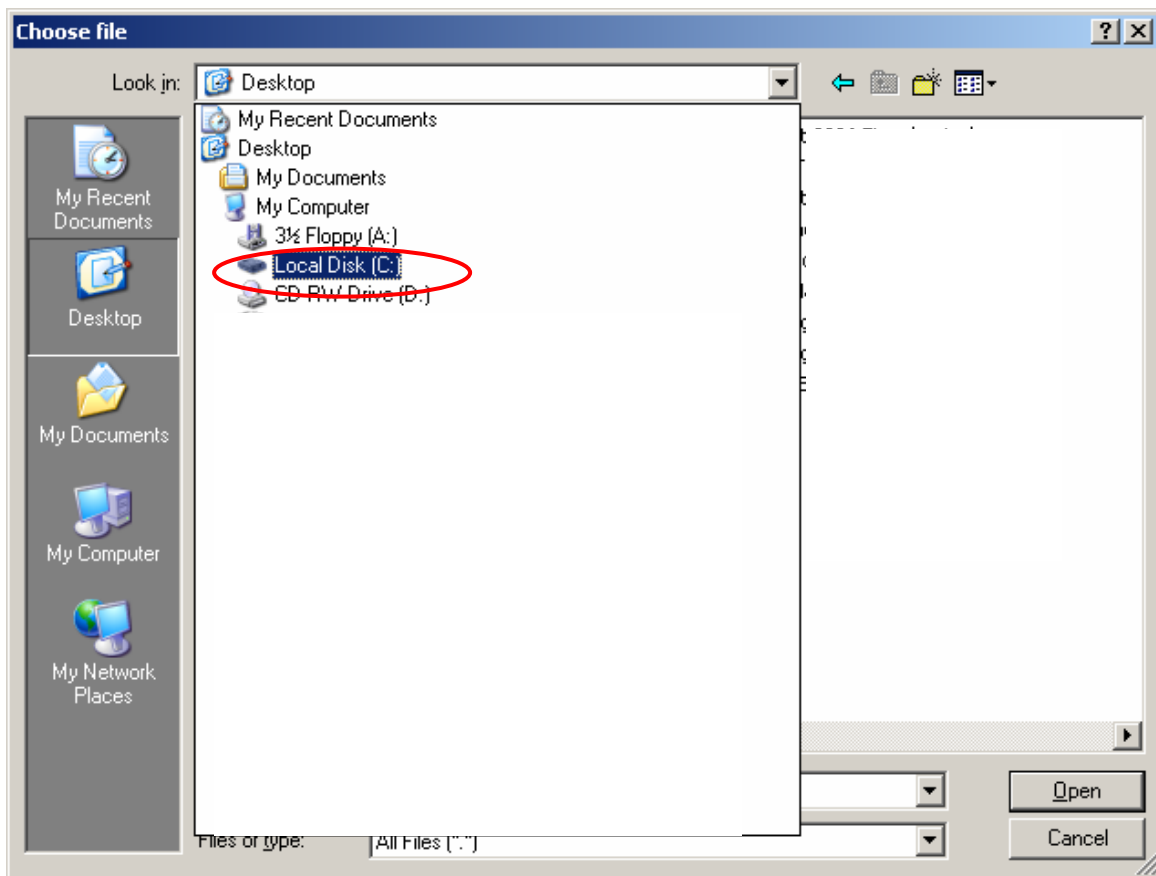
NOTE: You must be using version 2.4.1 or greater of Campaign ToolBox.™  
This application works best with Internet Explorer

Local intranet

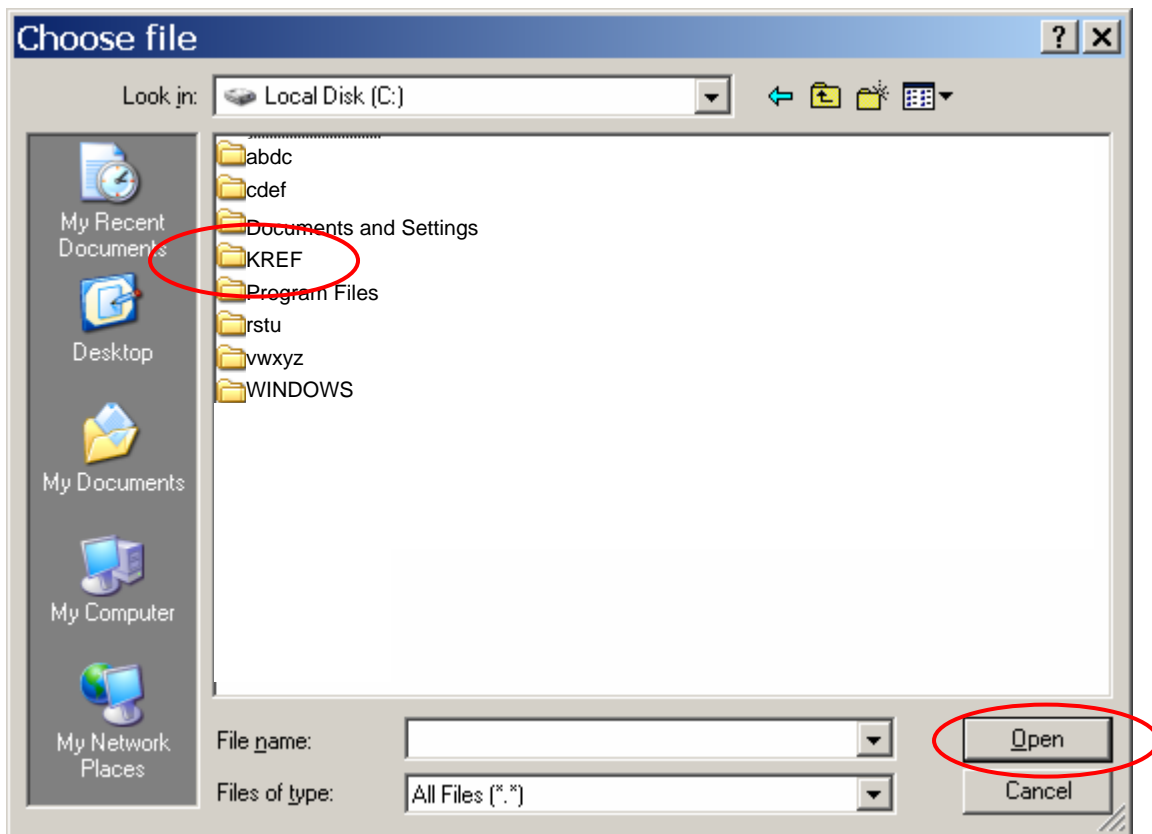
Click on the “ ▼ ” at the end of the “Look in:” field.



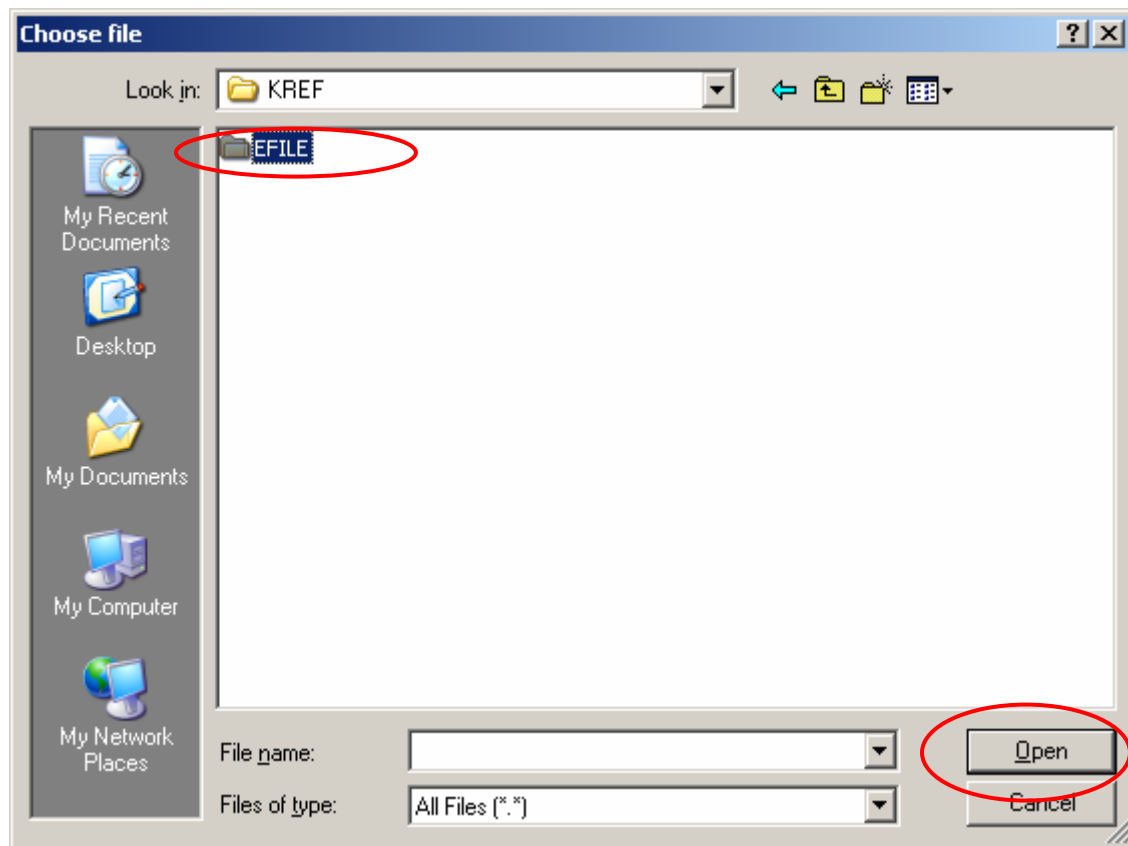
Select "Local Disk (C:)" by clicking on it once.



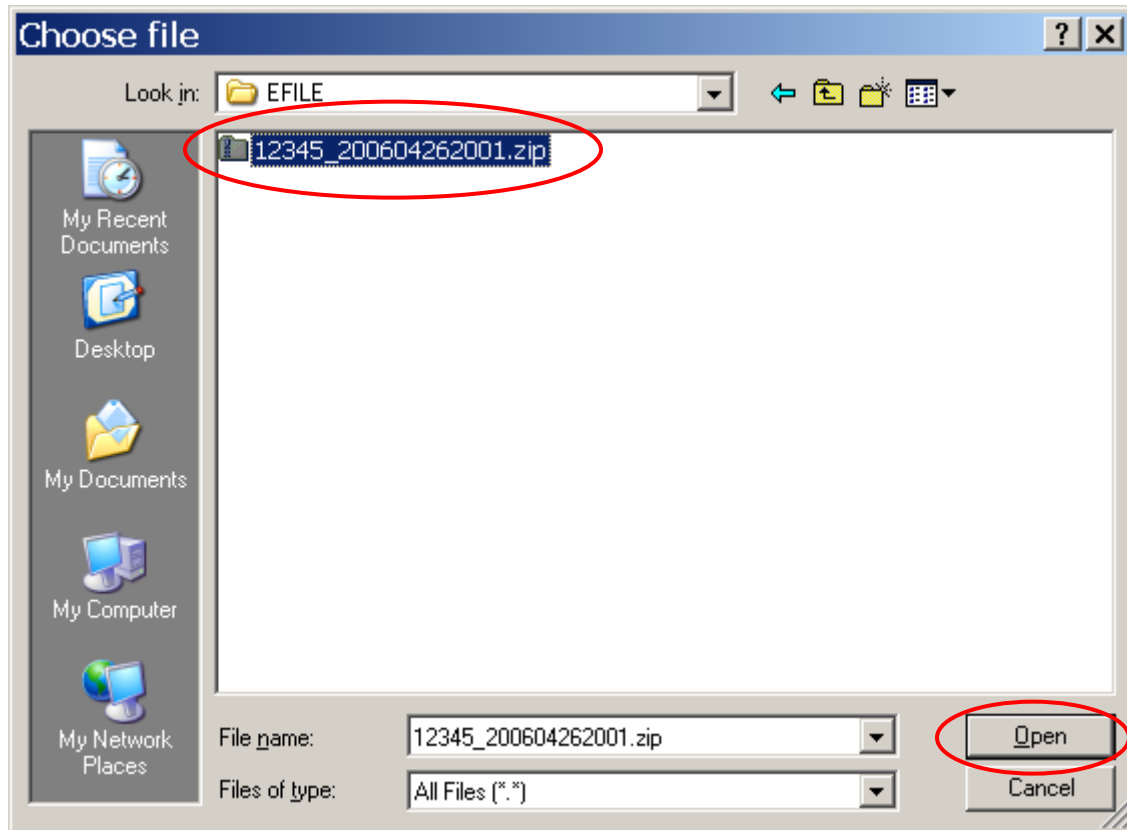
Select the "KREF" folder by clicking on it once, then click on the "Open" button.



Select the “EFILE” folder by clicking on it once, then click on the “Open” button.



Select the data file (filer#\_yyyymmddhhmm followed by ".zip")  
by clicking on it once, then click on the "Open" button.



Click on the "Submit" button.

How to locate your data file'. A text box contains the file path 'C:\KREF\EFILE\12345\_200604262001.zip', with a 'Browse...' button to its right. Below the text box is a checkbox labeled 'Transmit the file(s) even if warnings exist'. A blue bar contains a 'Submit' button, which is circled in red. At the bottom, a note reads: 'NOTE: You must be using version 2.4.1 or greater of Campaign ToolBox.™ This application works best with Internet Explorer'. The status bar at the bottom shows 'Local intranet'."/>

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C:\KREF\EFILE\12345\_200604262001.zip Browse...

☐ Transmit the file(s) even if warnings exist

**Submit**

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